

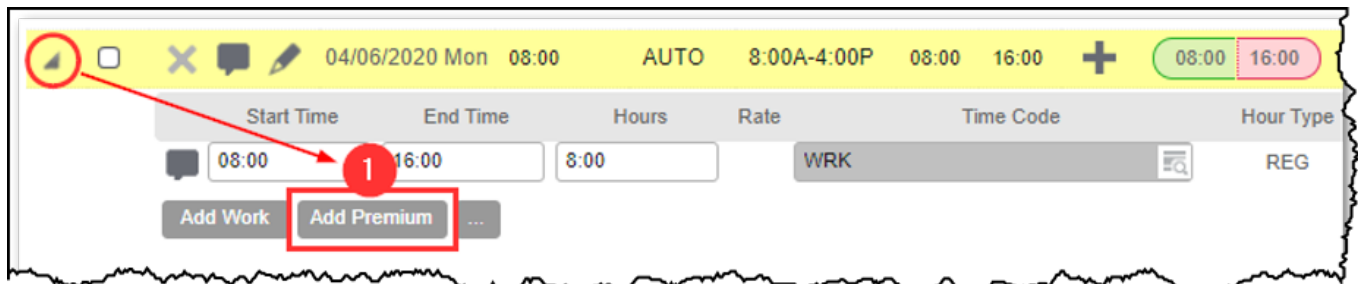
Adding Hourly or Flat Dollar Premiums

Overview: This job aid describes how Timekeepers or Managers can apply premiums to a time sheet. A premium is an addition to an employee's time sheet that can be applied in the form of hours worked multiplied by a specific pay rate or in the form of a flat dollar rate.

How to Enter a Flat Dollar Premium

*Note: Flat Dollar Premiums are indicated with '\$\$' in the description lists to follow.

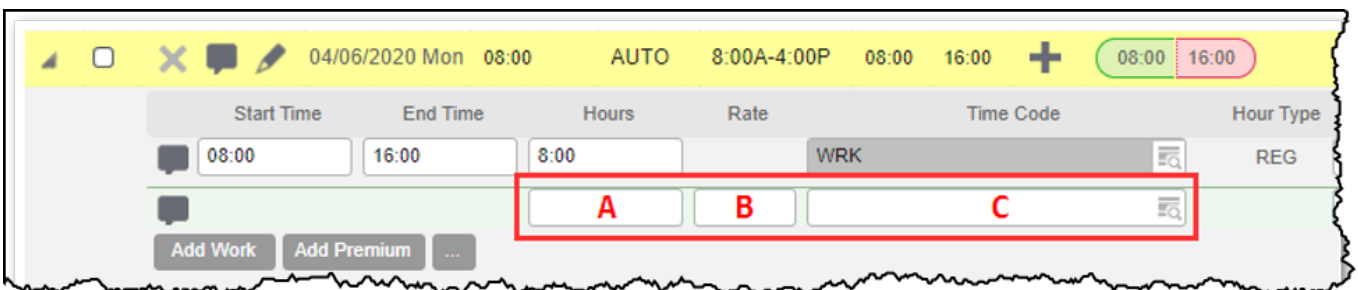
1. Expand the time sheet and click the **Add Premium** button.



The screenshot shows a time sheet entry for 04/06/2020 Mon from 08:00 to 16:00. The entry is for 8:00 hours at a rate of WRK. The 'Add Premium' button is highlighted with a red box, and a red circle with the number 1 is placed over it. A red arrow points from the circle to the button.

Three fields are mandatory:

- A. **Hours** should be **1**.
- B. Enter the flat dollar amount in the **Rate** field.
- C. Select the appropriate **Time Code** using the magnifying glass icon to search available time codes.



The screenshot shows the same time sheet entry as above. The 'Add Premium' button is highlighted with a red box. Below the entry, three fields are labeled with red letters: 'A' for the 'Rate' field, 'B' for the 'Time Code' field, and 'C' for the 'Time Code' search dropdown.

2. Click the blue **Save** button.

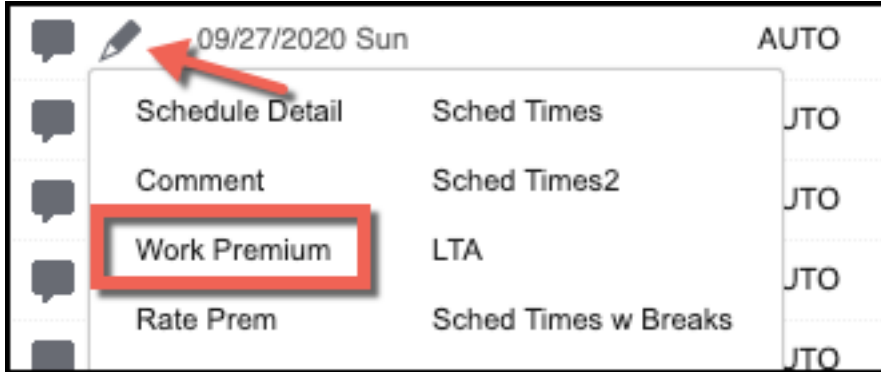


Giving
Hope
Today



How to Enter an Hourly Rate Premium

1. In the time sheet, click the pencil icon, then click the **Work Premium** button.



Three fields are mandatory:

- A. Enter the number of eligible **Hours**.
- B. Complete the **Rate** box, ensuring the pay rate is correct.
- C. Select the appropriate **Time Code** using the magnifying glass icon to search available time codes.

2. Click the blue **Save** button.



Giving
Hope
Today



Complete List of Premium Time Codes

Note: effective as of October 15, 2020.

Flat Dollar Premiums

Time Code	Description
ACTPY	\$\$ Acting Pay - Flat Dollar Only
BONUS	\$\$ Bonus Premium - Flat Dollar Only
COLA	\$\$ Cost of Living Allowance - Flat Dollar Only
COMM PAY	\$\$ Commission Pay - Flat Dollar Only
COVID-QC-DOLLAR	\$\$ COVID QC Govt - Flat Dollar Only
DCPRM	\$\$ Day Care Premium - Flat Dollar Only
DCVAN	\$\$ Day Care Prem Vancouver - Flat Dollar Only
DEDUC	\$\$ Distant Education - Flat Dollar Only
DOC	\$\$ Director of Care Premium - Flat Dollar Only
GOF BONUS	\$\$ GOF Bonus Premium - Flat Dollar Only
GRATP	\$\$ Gratuity Pay - Flat Dollar Only
HSA	\$\$ Health Spending Account - Flat Dollar Only
LEEPC	\$\$ LEEP Payment Class - Flat Dollar Only
MALLW	\$\$ Meal Allowance - Flat Dollar Only
MORGUE	\$\$ Morgue Duties - Flat Dollar Only
ONCAL	\$\$ On Call - Flat Dollar Only
PREMD	\$\$ Premium Dollar - Flat Dollar Only
RESP	\$\$ Responsibility Allowance - Flat Dollar Only
RETR1	\$\$ Retroactive Pay - No RRSP - Flat Dollar Only
RETRO	\$\$ Retro Pay - with RRSP - Flat Dollar Only
RSO15	\$\$ Relief S/O 1.5 (Broadview) Sleepover - Flat Dollar Only
SESS	\$\$ Sessional - Flat Dollar Only
STIPD	\$\$ Stipend - Flat Dollar Only
TEAMP	\$\$ Team Premium - Flat Dollar Only
UNALL	\$\$ Uniform Allowance - Flat Dollar Only
VACPO	\$\$ Vacation Payout Dollars
VACPQ	\$\$ Vacation payout for Quebec only
VTA	\$\$ Vacation Travel Allowance - Flat Dollar Only
VTALL	\$\$ Vacation Travel Allowance - Flat Dollar Only
VTANT	\$\$ Vacation Travel Allowance Non-Taxable - Flat Dollar Only
WGEN1	\$\$ Wage Enhancement - Flat Dollar Only
WGEN2	\$\$ Provincial Wage Enhancement - Flat Dollar Only



Hourly Premiums

Time Code	Description
COVID-EGM-PREM	COVID \$2 Health Care Aide
EDPRM	Education Premium
FAID	First Aid 4.30
GUAR	guaranteed time
HOL	Holiday (Public)
HOL 2.0	Holiday (Public) 2.0
HOL1.5	Holiday 1.5
IC125	In Charge 1.25
LIEUPO	Lieu Bank Pay Out
LPN ORIENT	LPN ORIENT
OC200	On Call 2.00
ONCAL WKND	ONCAL WKND
PREC	Preceptor Pay
PREM	Premium (Hours * Rate)
PREM - AFT	PREM - AFT
PREM - NIGHT	PREM - NIGHT
PREM - SUPER	PREM - SUPER
PREM - WKND	PREM - WKND
PREM-NON-UNION JOB	PREM-NON-UNION JOB
RELSO	Relief S/O Broadview Sleepover
RESP .65	Responsibility CUPE .65
RESP .75	Responsibility Allowance .75
RESP 1.00	Responsibility MNU 1.00
RESP 1.25	Responsibility Allowance 1.25
RESP 2.00	Responsibility Allowance 2.00
RESP PREM	RESP PREM
SLEEP	Sleepover London
SLPOL	Sleepover Hamilton Lawson
SLPOV	Sleepover Broadview
SNP	Short Notice Premium
STAT	Holiday (Public)
STAT BANK PAYOUT	Stat Bank Payout
STBKS	Stat Bank Paid on Separation
TRAL1	TRAINING ALLOWANCE
TRAL2	TRAINING ALLOWANCE



Giving
Hope
Today



Time Code	Description
UBNKHOL	Unpaid Banked Holiday
UBNKHOL1.0	Unpaid Stat Banked Holiday
WGENH	Wage Enhancement (Hours * Rate)